ADMINISTRATIVE - INTERNAL USE ONLY

07 FEB 1986

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MEMORANDUM FOR:

FROM:

GOG/OIT

SUBJECT: OIT Secretarial Training and Skills

     I have only been with the Office of Information Technology (OIT) since November 1985. Many of my secretarial skills came from the Directorate of Operations (DDO). In my short time with OIT, I can only recommend several of the courses that I have taken in the DDO that are similar to the various courses offered in OIT.

     As a secretary I feel that we need some type of mini course in psychology, first to help us characterize ourselves and then to help us better understand others.

     Once we have a positive attitude then I feel that other than the usual basic secretarial skills, the following courses/subjects will be very beneficial to secretaries:

- Employee Development
- Getting Your Ideas Across
- WANG (AL 10, 20, 30)
- Basic VM
- Records for CIA
- Stress Management
- Time Management
- Time and Attendance Workshop
- Supervisory Course
- PAR workshop
- Group Session of the various experiences we've had to happen to us as a secretary.
- Telephone Techniques/Manners
- Data processing terminology
- How to Dress for Success

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